

PUBLIC NOTICE
REQUEST FOR PROPOSALS
LAKE COUNTY, ILLINOIS
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

March 5, 2014

The Community Development Division of the Lake County Planning, Building and Development Department is seeking statements of interest and proposals to administer a CDBG Housing Rehabilitation Program.

The program would be funded by the Community Development Block Grant (CDBG) Program under the requirements of the Housing and Community Development Act. CDBG funding is available, pending approval by the US Department of Housing & Urban Development. The funding will cover the 2014 CDBG Program Year (May 1, 2014 – April 30, 2015).

All entities are required to complete a General Letter of Intent made available Wednesday, March 5, 2014 and due: **Wednesday, March 19, 2014**

Funding Proposals are due: **Monday, April 7, 2014 – 4:00PM**

All proposals will be reviewed and considered by the Community Development Commission – Housing Application Review Committee (ARC), with recommendations forwarded to the Lake County Community Development Commission

Please NOTE: This proposal coincides with the Lake County HOME Investment Partnership (HOME) Application round for 2014. HOME funds are also available for housing rehabilitation and other affordable housing activities. Please consult the HOME Application and Lake County Community Development Division staff for more information and guidance for submitting an application.

Please deliver one original and five copies of the response to:

Lake County Community Development
CDBG HOUSING REHABILITATION PROGRAM PROPOSAL
500 W Winchester Road Unit 101
Libertyville, IL 60048

If you should have any questions regarding Lake County's CDBG Program or this Request for Qualifications, please contact:

Community Development Division
847.377.2475
communitydevelopment@lakecountyil.gov

I. INTRODUCTION

It is essential that the County update and rehabilitate its housing stock to maintain safe, decent, and quality housing. Lake County has invested Community Development Block Grant (CDBG) funds since 1978 in an owner-occupied rehab program to upgrade the stock of older homes and neighborhoods, reviving them into safer, economically viable, and more desirable structures.

Originally managed by the Lake County Housing Authority, the owner-occupied rehab program ("Program") has been managed by the Affordable Housing Corporation of Lake County since the mid-1990's. It is required that the program manager apply for CDBG funds annually.

The Program will assist low-income families who own and occupy a single-family home in need of minor repairs. This assistance can be a loan, grant or combination thereof, and must be used for items that threaten the health or safety of the household or to increase accessibility. Types of repairs that may be completed using this program include, but are not limited to, roof replacement, heating system replacement, repair of non-functioning plumbing, electrical shock hazards, electrical fire-safety hazards, repair or replacement of rotting floors and disabled access projects such as ramps, doorway extensions, and grab bars.

The program manager will be responsible for providing goods and services ancillary to the operation of a federally-funded CDBG Program, administered under the auspices of Lake County. The Program budget for Program Year 2014 will be based on expected volume. The funding of this federally-funded program is subject to change.

II. SCOPE OF SERVICES

The selected program manager will be requested to provide a full range of housing rehabilitation services from application review to construction approval. The term of this agreement shall be for one (1) year. Tasks include, but are not limited to, the following:

1. Approval of applications and verification of documentation
2. Development and pre-qualification of a contractor pool
3. Preparation of Work Specifications, Cost Estimates, Inspection Services and Construction Management
4. Conduct property inspections to create detailed work write-ups describing the proposed rehabilitation work, including line item cost estimates
5. Contract for rehabilitation services including but not limited to: exterior painting services which shall include the use of safe work practices and lead-based paint clearance; roof replacements; heating system replacement, repair of nonfunctioning plumbing, electrical shock hazards, electric fire-safety hazards, repair or replacement of rotting floors and disabled access project such as ramps, doorway extensions, and grab bars
6. Contractor selection and contract awarding
7. Construction monitoring, including progress conferences between the owner and contractor(s), review of draw requests and change orders

8. Maintenance of database of all required documentation
9. Take “after” photos for client files
10. Any and all other duties to successfully complete the Housing Rehabilitation Program including staff reports, progress reports, budgets, etc.

The Program covers exterior building improvements and interior repairs. The CDBG funds will finance the Program and thus are subject to all applicable federal, state, and local requirements.

Agencies shall address the following proposal content and background information in their submittal. Each submittal shall contain the following information in the order set forth. Response to the criteria may be no longer than 20 pages in total. Any cover letters, additional materials, and required attachments listed will not be counted in this total. However, please limit additional materials to a reasonable amount.

III. PROPOSAL CONTENT

- A. Identify the proposed owner-occupied rehabilitation program; include an outline of targeted households, general policies and procedures, and the terms of financial assistance provided to the homeowner (i.e. loan terms, grant terms).
- B. Please describe program marketing, accessibility of the program to Lake County residents (or a specific community if applicable), and beneficiary selection policies and procedures. Provide the term sheet to be shared with potential customers.
- C. Please describe the procurement processes of the program for selecting contractors and contracted-testing organizations (lead). Include information pertinent to MBE/WBE and Section 3 contracting requirements.
- D. Provide a forecast of the number and amount of grants/loans to be provided over the one-year term of this agreement.
- E. Describe geographic target area and/or restrictions.

IV. REQUIRED BACKGROUND INFORMATION

1. SUMMARY OF AGENCY: Describe your resources, capabilities and number of years your agency has been in business. Specify key personnel to be assigned to the County's projects with their qualifications in the area of owner-occupied home improvements and lead-based paint work practices. Indicate applicable licenses, credentials, and professional training held by agency's principal(s) and key personnel. If selected, key personnel shall not be substituted without prior written approval by the County.

Identify if your agency is a small and minority agency or women's business enterprise.

2. PROJECT EXPERIENCE: Identify projects included in agency's experience: location, building use, structure type, total project cost, accuracy of cost estimating, and the detailed nature of the agency's service relating to owner-occupied single-family rehabilitation projects. Identify projects and describe agency's familiarity in working with federal, state, or local government agencies (if any). Indicate familiarity and understanding of federal, state, and local regulations and

guidelines related to lead-based paint monitoring. Recent projects shall be considered more relevant than those five years or more ago and should reflect those projects that have been renovated by active members of the company.

3. TECHNICAL APPROACH: Describe the methods used by your agency to ensure accuracy and coordination of reports, such as work write-ups and specifications writing. Indicate agency's ability to stay within project schedule. Attach one example of past work with date, which may be selected from assessment reports or specifications that highlights expertise.

4. BUDGET: Attach budget for costs needed to manage the program including site visits, specification preparation, report writing, supervision, tools, materials, equipment, transportation, permits, licenses, management, and other relevant services. Budget should include direct salary costs, travel, indirect costs, etc., covering the annual period of the agreement.

5. REFERENCES. Submit a list of three references, including agency name, contact person's name, address, relevant project, and current phone number. Supplementary letters of recommendation are allowed but do not take the place of this requirement.

Lake County reserves the right to reject any and all applications. This solicitation is not a contract or commitment of any kind.

Submittals must be addressed to:

CDBG HOUSING REHABILITATION PROGRAM PROPOSAL
Community Development
500 W Winchester Road Unit 101
Libertyville, IL 60048